



October 6, 2014

KANSAS BULLETIN NO. KS300-15-2

SUBJECT: LTP –Conservation Security Program and Conservation Stewardship Program—10 Percent Contract Review—Fiscal Year 2015

Action required by: December 10, 2014 (Field Offices [FOs])

Action required by: December 17, 2014 (Area Offices [AOs])

Purpose: Annual reviews will be completed prior to issuance of the annual payments in accordance with policy

Expiration Date: September 30, 2016

As a result of the Conservation Security Program (CSP02) audit, the Natural Resources Conservation Service (NRCS) was instructed to strengthen and expand site visit requirements to verify key program participant certifications regarding land conditions for agricultural or nonindustrial private forestland operations prior to issuance of annual payments.

Accordingly, the NRCS will annually conduct on-site contract quality assurance reviews (QARs) on 10 percent of the active CSP02 and Conservation Stewardship Program (CSP08) contracts per state. Contracts are randomly selected by national headquarters (NHQ).

The fiscal year (FY) 2015 lists of randomly selected CSP02 and CSP08 contracts are in Attachment 1. The following instructions have been provided:

1. FOs will review contracts and scan the completed *worksheets as received* in the AOs by the close of business (**COB**) each Wednesday, with all reviews completed by December 10, 2014, (see Attachment 2 for CSP02 and Attachment 3 for CSP08).
2. AOs will *batch and scan all worksheets as received* and forward to the CSP manager every Wednesday by **COB** with the last batch received by **COB** December 17, 2014, for input into the national database.

(more)

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When reviewing contracts, the FOs will ensure the following:

- Only delegated NRCS employees will conduct the review.
- All contract land is still under the control of and operated by the contract participant.
- Existing system is being maintained as represented at the time of contract obligation.
- Scheduled conservation activities have been implemented and are being maintained.
- Any documentation used to support the field determination or to determine that activities have been implemented, will be available in the participant's case file (i.e., Farm Service Agency [FSA] records, enhancement documentation).
- For contracts found to be in violation, the NRCS will provide the participant in writing a Form NRCS-CPA-153, Agreement Covering Non-Compliance with Provisions of Conservation Program Contract, to give the participant an opportunity to get back into compliance.

Title 440-Conservation Programs Manual (CPM), Part 512, Section 512.70, should be followed to further document the violation. Guidance on how to conduct the QARs is contained in Title 440, CPM, Part 518, Subpart K, Section 518.105B, (<http://directives.sc.egov.usda.gov/RollupViewer.aspx?hid=17114>) and Part 508, Subpart K, Section 508.103B (<http://directives.sc.egov.usda.gov/RollupViewer.aspx?hid=30936>).

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(Signed)

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Attachments